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## **DEPUTY CORPORATION COUNSEL – LITIGATION MANAGER**

### **SUMMARY**

The City of Chicago Office of the Corporation Counsel is seeking highly qualified applicants for the position of Deputy Corporation Counsel – Litigation Manager. The successful candidate will serve as a senior member of the law department under the direction of the Corporation Counsel to develop standard operating policies and procedures to promote efficient case assignment and management of cases within the litigation divisions. Duties will include working closely with the Deputies of the various litigation divisions on early case assessment, case analysis, and management of outside counsel.

### **ESSENTIAL DUTIES**

- Advises Law department attorneys on litigation best practices, discovery protocols and case management.
- Develops litigation standard operating policies and conducts training on such to all litigation division attorneys.
- Manages the Law Department response requirements to insurance carriers on excess liability reporting and updating.
- Coordinates with division deputies on the presentation of cases for proposed settlement to City Council.
- Evaluates litigation defense strategies, compiles data, and prepares comprehensive reports on the results of litigation, and recommends procedural changes to improve operations.
- Works closely with Law Department Risk Manager to plan, develop, and establish goals, and objectives to reduce areas of repeated litigation risk.

### **REQUIREMENTS & QUALIFICATIONS**

- Bachelor's degree from an accredited institution
- Graduation from an American Bar Association accredited law school
- Admission to the Illinois Bar and active Illinois license to practice law
- 10+ years legal and management/executive level experience
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across departments

### **PREFERRED KNOWLEDGE, SKILLS, ABILITIES**

- Federal, state, and local litigation experience
- Federal and state legislation and its impact on City ordinances
- Supervisory and management methods, practices, and procedures
- Administrative adjudication practices and procedures
- Knowledge of best practices in risk management and compliance
- Ability to exercise sound judgement and discretion

- General knowledge of City policies, procedures, rules, and regulations
- Skill to plan, organize and implement processes
- Attentive to detail and deadlines
- Ability to communicate information and ideas in writing in a clear and concise manner
- Ability to handle multiple projects and tasks and properly prioritize workflow
- Ability to listen, read, and understand complex information in a short amount of time

## **APPLICATION PROCESS**

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Interested candidates may apply by submitting a **resume and cover letter** by electronic mail to the following address: [\*\*lawhiring@cityofchicago.org\*\*](mailto:lawhiring@cityofchicago.org) by no later than 11:59 p.m. on Wednesday, March 30, 2022.

Applications received via email will be the **ONLY** applications considered. Phone calls, or other contacts will NOT be considered. Applications will be considered on a rolling basis.

Salary: \$151,176 annually

All employees of the City of Chicago must be **residents** of the City of Chicago as outlined in Chicago Municipal Code Section 2-152-050. Proof of residency will be required.

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, City ordinances and rules, City Ethics standards, and other City policies and procedures

**City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.**

This posting is for internal and external applicants.

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### **Application Closing Date – March 30, 2022.**

*Materials received after the closing date will not be considered.  
Early submission is strongly encouraged as applicants will be considered on a rolling basis.*